

Artists' Mentoring Programme

Co-ordinator

Job Information

Job title: Artists' Mentoring Programme Co-ordinator

Salary: £23,000 0.8 FTE (equivalent to £18,400 pro rata)

Based: Irvine, North Ayrshire

Travel: Across North Ayrshire and to Head Office in Glasgow. Occasional travel to other local authorities for conference and events.

Reporting to: Programme Manager

Duration of contract: Initial contract until 30th June 2022

Working Hours: 30 hours per week

Qualifications & Experience: SCQF level 9 in related discipline (or equivalent).

Minimum of two years' experience in project coordination and/or delivering or overseeing delivery of community-based projects in a diverse range of community settings.

Minimum of two years' experience in arts or youth work sector.

Experience of working with children and young people within diverse community settings.

Experience of coordinating the delivery of accredited qualifications (desirable).

Other Essentials: Subject to PVG | Disclosure Scotland check

Closing date: 9am on 6th December 2021 **Interviews:** 13th December 2021

Expected Start Date: January 2022

In all our work, Impact Arts aims to tackle the inequalities that exist in Scotland and to ensure everyone has equal opportunity. We encourage all applications for this post, particularly from those who are currently under-represented in the creative and arts sectors. Impact Arts welcomes all people no matter

their age, race, gender, sex, sexual orientation, religion or belief, class, cultural background, disability, marital status, pregnancy or maternity status.

We want to make sure that process barriers do not get in the way of applicants, so if you have any accessibility needs in regards to any parts of this process (or want to discuss alternative ways to show your skills and relevant experience), please get in touch.

Company Values

As a team of people we share the following values:

Our values

CREATIVITY

We always place creativity at the centre of all that we do.

INTEGRITY

We are always honest and truthful and act with transparency.

EQUALITY

We value people's right to be different and ensure everyone has equal opportunity.

KINDNESS

We always treat everyone with care and respect.

AMBITION

We are always ambitious in what we want to achieve for our partners, participants and colleagues.

What We Do

Established in 1994, Impact Arts is a national arts organisation which tackles inequalities in Scotland through creative engagement. We envisage a Scotland where everyone values and benefits from the power of creativity to transform lives.

Our strategic objectives are:

- We will transform **Children and Young People's** lives through impactful arts and creativity.
- We will grow **Communities** to become stronger and empowered through creative engagement.
- We will support **Older People** the opportunity to take part in life enriching arts and creativity.

We place innovation, enterprise and creativity alongside outstanding delivery, sound management and a strong ethos of partnership to tackle society's big issues. Our talented in-house and freelance artists across Scotland and beyond ensure that our artistic programmes, exhibitions, performances and events are of the highest quality. We exist to inspire creativity in people and regenerate our communities through a deep and rewarding relationship with the arts.

We have over 50 staff and 100 artists working on services across Central Scotland with our Head Office in Glasgow. We work with multiple partners and funders all with a strong ethos #artchangeslives. We are supported on an annual basis by over 40 funders including Scottish Government, CashBack for Communities, Skills Development Scotland, National Lottery Community Fund, Life Changes Trust and a range of other foundations and trusts.

Our Impact

Our 2019/20 figures:





Background

The demand for Impact Arts' work continues to grow and these new roles reflect the organisational need to bring in new members of the team to support our creative delivery. Impact Arts' work is wide ranging and covers various art forms from performance to visual art to music and digital. Similarly, we work across a range of sectors including employability, education, health, play and place making. We do not expect the successful candidates to have experience in all of these areas, but they must be able to demonstrate adaptability and excellence in coordination.

This role will work within Impact Arts' Artists' Mentoring Programme, following on from the successful programme completed in North Ayrshire in Summer 2021

Artists' Mentoring Programme

This programme is open to artists, from across a wide range of creative disciplines, who are currently unemployed or under-employed, and provides a structured training programme and hands-on experience in community engagement practice. As a result, and whilst engaging members of their local community, participants become equipped with the tools and skills needed to have a viable and sustainable career within participatory and community settings and/or to support the development of a self-employed portfolio career.

We are looking for someone who is dynamic, who will bring considerable experience, creativity, energy and passion to the role and who wants to join our mission in tackling inequalities across Scotland. In return you will join a fun and vibrant team and an organisation which values highly our people.

Purpose

To coordinate the successful delivery of Impact Arts' creative projects, specifically the Artists' Mentoring Programme.

To ensure projects achieve the highest artistic quality with maximum social impact.

To develop a strong network of referral agencies and partners with a particular focus on schools and education contacts.

To work with the team to ensure engagement and outcome targets are met.

Main Responsibilities:

To lead on the recruitment and effective line management of artists, assistants and mentors for Impact Arts' creative projects.

To oversee the successful day to day running of creative projects, in line with funder and partner requirements.



To work with and support artists to ensure participants develop the skills, knowledge and information to make a positive onwards transition from Impact Arts programmes.

To build a strong network of contacts with referral agencies and other partners including schools, social work, youth groups, employability providers.

To carry out marketing and awareness raising sessions and exhibitions with external partners to generate referrals to projects.

To record accurate participant evaluation data in line with set deadlines on Impact Arts' own database and those of our partners and funders.

To liaise with the Marketing & Communications Coordinator on the production of compelling case studies.

To ensure premises, materials and equipment are in place and looked after for each project.

To follow up on sustainability of outcomes after participants have left Impact Arts.

To contribute to the effective evaluation of projects.

To represent Impact Arts at events

To participate in training, meetings and events as required

To support and promote Impact Arts' Values

To carry out any other duties appropriate to the post in line with Impact Arts' needs

Qualifications and Experience

SCQF level 9 in related discipline (or equivalent).

Minimum of two years' experience in project coordination and/or delivering or overseeing delivery of community-based projects in a diverse range of community settings.

Minimum of two years' experience in arts or youth work sector.

Experience of working with children and young people within diverse community settings.

Experience of coordinating the delivery of accredited qualifications (desirable).

Technical Skills and Knowledge

Competent IT skills including MS Word, Excel, PowerPoint and Outlook

Knowledge of key issues relating to children & young people in Scotland



Knowledge of education, health or employability agendas

Full driving licence (desirable)

Personal Skills and Qualities

Excellent interpersonal skills

Ability to develop good working relationships

Approachable and empathetic manner

Energy and commitment

Excellent communication skills

Excellent self-management, organisational and planning skills

Ability to lead and coordinate a team effectively, motivating others

Ability to prioritise and delegate tasks

Self motivated and able to act on own initiative, analysing and solving problems

Good time management and ability to meet deadlines

Strong team player, allowing everyone to play to strengths

Able to act as ambassador for Impact Arts

PVG Scheme- Successful candidates will be required to join the PVG scheme or to apply for a PVG update.

To apply:

Please visit www.impactarts.co.uk to download an application form.

All completed applications should be sent to jobs@impactarts.co.uk by 9am on Monday 6th December 2021

This project is funded by the UK Government through the UK Community Renewal Fund

The UK Community Renewal Fund is a UK Government programme for 2021/22. This aims to support people and communities most in need across the UK to pilot programmes and new approaches to prepare for the UK Shared Prosperity Fund. It invests in skills, community and place,



local business, and supporting people into employment. For more information, visit <https://www.gov.uk/government/publications/uk-community-renewal-fund-prospectus>